

MILTON POLICE DEPARTMENT

PRIDE



INTEGRITY

Chief Derrick L. Harvey

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Milton Police Department **is now accepting applications for**

Title: Police Resource Manager

General Description

The essential function of this position within the organization is to provide administrative and financial management for departmental budget and grants, which includes the planning, coordinating, evaluation, controlling and financial transactions input. This position works closely with and is directly supervised by the Chief of Police and assists with the administrative duties of the Police Department.

Primary Duties:

- Responsible for the administration of the department's numerous grants.
- Organizes and maintains files and financial records which are received from the town finance department required for various grants and budget.
- Solicits, coordinates, research, and analyzes the department's budget inputs to ascertain which items are able to be incorporated into the departmental budget requests to the town.
- Attends Staff meetings, budget & finance meetings and other meetings as required.
- Routinely analyzes current expenses to determine the availability of department funds for programs and projects and reports all findings to the Chief of Police.
- Manages appointment calendar for meetings and conferences and assist with special events such as National Night Out.

- Disseminates information to the public and directs request to the administration.
- Handles correspondence including composing and typing letters and memorandums.
- Initiates billing for services provided by MPD, i.e., traffic control, etc.
- Notarizes traffic citations and court paperwork in-person and through DELJIS.
- Works with the town finance department concerning financial matters with budget and grants. Reviews all budget and grant reports provided by the town finance department monthly.
- Direct supervision over the Police Administration Assistant position and any internship personnel.
- To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software.
- Proficient in oral and written communications with the department and other departments town wide.
- Required to determine feasibility studies regarding budgetary items when directed.
- Required to multitask assignments.

Education & Experience Requirements:

- Financial Management background with a minimum of 5 years previous experience.
- Must possess a high school diploma; college degree preferred.
- Must have the ability to work with sensitive information and maintain the utmost confidentiality.
- Must be able to successfully pass a thorough background investigation.
- Must be able to obtain clearance for State and Federal criminal justice systems.

Applications are available on the Town of Milton website <https://milton.delaware.gov> or in person at Milton Police Department located at 101 Federal Street, Milton, DE 19968. Please direct all calls and inquiries to Capt. Sherrie Harmon (302) 684-8547. Applications must be received by January 25, 2023.

The Town of Milton is an Equal Opportunity Employer